

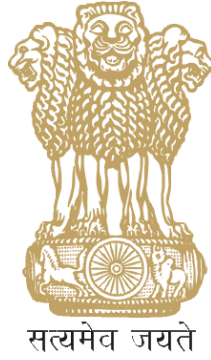
**RESOURCE SUPPORT AGENCY**  
**TEXTILES COMMITTEE**  
**MINISTRY OF TEXTILES**  
**P. BALU ROAD, PRABHADEVI CHOWK**  
**PRABHADEVI, MUMBAI - 400025**

**Request for Proposal for empanelment of Assessment Agencies in the Textiles and Clothing Sector under Integrated Skill Development Scheme (ISDS) – Reg**

Textiles Committee, Ministry of Textiles, Government of India is the Resource Support Agency (RSA) for Integrated Skill Development Scheme (ISDS) of the Government of India for textiles and Clothing sector. Textiles Committee envisages to empanel Assessing Agencies for assessing the trainees trained by Implementing Agencies (IAs) under the scheme during next two years.

Agencies with relevant experience intended to be empanelled as Assessment Agency may apply in prescribed format which can be downloaded from **[www.textilescommittee.gov.in](http://www.textilescommittee.gov.in)** OR **[www.textilescommittee.nic.in](http://www.textilescommittee.nic.in)**.

The last date for the receipt of proposal is **14<sup>th</sup> August 2015 (5.00 PM)**.



**Textiles Committee,**  
Ministry of Textiles, Government of India  
Mumbai

# Request for Proposal for Empanelment of 'Assessment Agencies'

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Assessment of Trainees under Integrated Skill  
Development Scheme (ISDS)  
for the Textiles and Clothing Sector

**5th August 2015**

**Resource Support Agency**  
Textiles Committee  
Govt. of India, Ministry of Textiles  
P. Balu Road, Prabhadevi Chowk  
Prabhadevi, Mumbai – 400 025  
secytc@gmail.com, aac.rsa@gmail.com

<b>SI No</b>	<b>Table of Contents</b>	<b>Page No</b>
1	Introduction	5
2	Background	5
	2.1 Textiles & Clothing Sector Overview	6
	2.2 The Resource Support Agency (RSA)	6
3	Assessment Framework	7
	3.1 Scope of Work	8
4	Commercials	8
5	Formats & Evaluation	9
	5.1 Forms and Formats	9
	5.2 Proposal Submission	10
	5.3 Evaluation criteria for Assessing Bodies	12
6	Selection Process for Assessment Agencies	13
	6.1 Proposal	13
	6.2 Technical Evaluation and award of provisional empanelment	13
	6.3 Competence Evaluation of Assessors and Empanelment	13
	6.4 General Instructions	14
7	<b>Annexure</b>	
	7.1 Form 1: Format of the Covering Letter	16
	7.2 Form 2: Details Of the Applicant	18
	7.3 Form 3: Formats for Compliance to Eligibility Criteria for Assessing Body	19
	7.4 Form 4: Number of years of existence	20
	7.5 Form 5: Reach of Organization	21
	7.6 Form 6: Financial Standing – Annual Turnover	22
	7.7 Form 7: Details of candidates Trained/Assessed	23
	7.8 Form 8: Details of Trainers/ Assessors	24
	7.9 Form 9: List of States for empanelment	25

## A: Terms and Definition

- a. *Resource Support Agency (RSA)*: A functional division of Textiles Committee authorized to implement the Integrated Skill Development Scheme (ISDS)
- b. *Implementation Agency (IAs)*: Any interested industry, educational institute, duly authorized to conduct integrated Skill Development Scheme (ISDS) program for trainees
- c. *Trainee*: Unemployed person with qualification expected to be below 12<sup>th</sup> standard.
- d. *Assessment*: Conducting a written test and personnel interview to a trainee
- e. *Assessor*: Person duly authorized and commissioned by RSA to conduct such assessment (Written and interview) as required by RSA
- f. *Assessment Agency*: An agency duly authorized and commissioned by RSA to conduct assessment
- g. *Assessment Protocol*: A document duly developed by RSA for the purpose of conducting written test and personal interview.

## B. Important Dates

Sl No	Item	Date	Remark
1	Issue of RFP	05-08-2015	9.30 AM
2	Last date for submission	14-08-2015	5.00 PM

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# 1. Introduction

The Textiles Committee is a statutory body under the Ministry of Textiles, Government of India. The Committee was established by the Textiles Committee Act 1964 by the Parliament. Textiles Committee is the Resource Support Agency (RSA) for the Integrated Skill development Scheme (ISDS) for Textiles and Clothing sector. The Committee is looking forward to empanel Assessment Agencies having relevant experience and expertise to carry out the assessment of the trainees trained by the Implementing Agencies under ISDS.

## 2. Background

### 2.1 Textile & Clothing Sector overview

Indian Textile Industry contributes about 11 per cent to industrial production, 14 per cent to the manufacturing sector, 4 per cent to the GDP and 12 per cent to the country's total export earnings. It provides direct employment to over 45 million people, the second largest provider of employment after agriculture besides creating another 54.85 million indirect employment in allied activities.

The fundamental strength of this industry flows from its strong production base of wide range of fibres / yarns from natural fibres like cotton, jute, silk and wool to synthetic /man-made fibres like polyester, viscose, nylon and acrylic.

The total production base of the sector is about \$ 70 bn during 2013-14 and the country's exporting of textile is about \$ 40 bn during 2013-14. The draft vision document of the Government of India (GoI) for the sector envisages an export of \$ 300 bn and production by \$ 650 bn by 2024-25. In order to achieve the target, India need to create adequate number of skilled manpower in different job roles to support the industry for achieving the target.

With the view to fulfill the quality manpower requirement of the industry, the govt. has been implementing the Integrated Skill Development Scheme

(ISDS). As the skill development has emerged as a national priority for creating employment opportunities and providing required skill need to the industry. It links the technical know-how to the practical aspects of manufacturing so as to fill up the existing skill gaps. The textiles and clothing sector being complex in its supply chain from ginning and pressing to manufacturing of RMG and made-ups requires varied skilled personnel from shop-floor level in each segment of production. Further, the varied raw material base like cotton, synthetics, wool, silk, etc requires different skill sets for manufacturing textiles.

In order to strengthen the scheme in terms of evolving standard curriculum & contents, ideal training material and modules, developing mechanism for standardisation & accreditation, assessments, certifications etc with desired quality, the Ministry of Textiles (MoT), Government of India has identified Textiles Committee as RSA.

## **2.2 The Resource Support Agency (RSA)**

The Textiles Committee with its network of offices across the major textile and apparel production centre shall work as the resource arm for maintaining quality in the process of implementation of the scheme.

The RSA will carry out the following functions:

- Identification and finalization of skill development needs.
- Building up skill inventory database for the industry, skill-wise, region-wise.
- Content Development and Standardization
- Standardization of Admission and Accreditation process.
- Assessment and Certification
- Smooth function and implementation of the ISDS

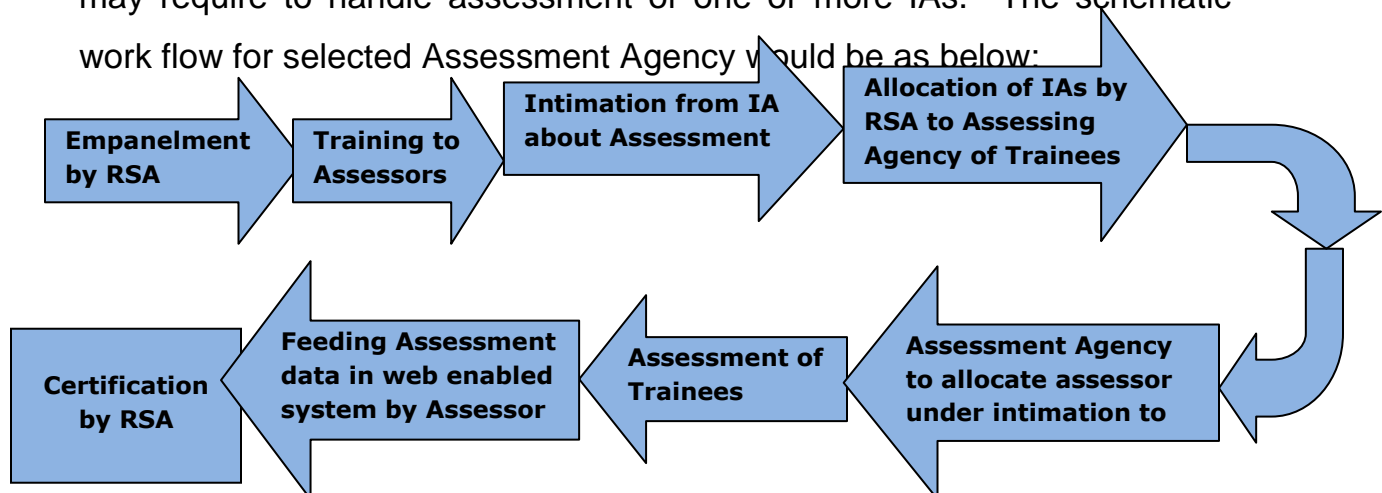
One of the important activities of the RSA is to undertake the assessment and certification of the trainees trained under the ISDS.

### 3. Assessment Framework

The initiative envisages an assessment led measurement and certification process for the trainees to be trained under the ISDS for the textile and clothing sector. As per the scheme, various implementation Agencies (IAs) under the aegis of Ministry of Textiles, Government of India, are training the trainees/unemployed youths in different identified skills as required by the textile industry. The training is based on training modules of different segments of the textile sector developed by RSA. The number of modules developed/customised by RSA and being implemented by the Implementing Agencies are as follows:

Sl. No	Segments	No of Modules	Course Duration (Hrs)
1	Spinning	11	300
2	Weaving	9	
3	Knitting	2	
4	Processing	12	
5	Apparels & Made ups	10	
6	Technical textiles	0	
	<b>Total</b>	<b>44</b>	

A common module on soft skill is included in all segments. Once the Implementing Agencies (IAs) completed the training to the trainees, they are supposed to be assessed by a third party assessment agency to be selected by the RSA. It is expected that the number of trainees will vary from time to time in each modules. At a given time, Assessment agency may require to handle assessment of one or more IAs. The schematic work flow for selected Assessment Agency would be as below:



### 3.1 Scope of Work

For the purpose of assessment, RSA has developed Assessment protocols. The protocol consists of different parts seeking information including subject matter. These assessment protocols are related to different modules being implemented by IAs under ISDS across India. Using the Assessment Protocol, the qualified Assessment Agency is required to undertake assessment of trainees as and when required by RSA. The Assessment Agency is expected to undertake assessment on all India basis. It is estimated that about 11 lakhs trainees will be imparted skill training under the ISDS during next two years. Consequently, it is expected that there will be equal numbers of assessment among the above selected segments of the textile industry during the period. Considering the maximum assessment per day as **20** by an assessor, the selected Assessment agencies are expected to provide manpower of at least 250 – 300 assessors to fulfill the skill India mission in each year. It is also estimated that the 60 to 70 per cent that is around 150 to 175 number of assessors are required in the area of Garment & Made-ups segment.

## 4. Commercial

The cost for assessment will be paid by RSA upon completion of assessment at designated IA. Once the assessment of all trainees in an IA is over, the assessment agencies required to submit a detailed report on assessment to RSA. Based on the feedback received, the RSA will release the assessment charge. Presently the Ministry has earmarked assessment fee for each identified segments including Spinning, Weaving, Knitting, Processing, Technical textile and Garment & Made ups. However, the RSA after adjusting its training, administrative, Certification, and other incidental cost, has earmarked the cost of assessment for different segment which is worked out as below.



Sl. No	Segments	Cost per assessment (Rs)	Course Duration (Hrs)
1	Spinning	800	300
2	Weaving	800	
3	Knitting	800	
4	Processing	800	
5	Technical textiles	800	
6	Garment & Made ups	600	

*Note: The statutory taxes like Service tax, TDS are applicable as per prevailing rules*

The above assessment fee is inclusive of travel, lodging, boarding and other logistic expenses. The total number of assessment in any given month will not exceed more than 5000 per agency. However, in case of exigency this limit may be extended/curtailed at the discretion RSA. Assessment protocol will be provided by the RSA. The assessor needs to stick to the assessment protocol while conducting the assessment.

RSA will constitute a committee comprising designated authority of Textiles Committee, RSA. The Committee will meet once in a month and settle the claims of Assessment Agencies. RSA will thereafter, release the payment within 15 days.

## 5. Formats & Evaluation

Organizations engaged in Assessments may submit their proposals for evaluation as per the given below. :

### 5.1 Forms and Formats

The submission of Proposals by Applicants in response to the RFP would require to be in a sealed cover as indicated below

**Cover Heading:** Proposal for Empanelment of Assessment Agencies in the Textiles and Clothing Sector under ISDS -

- Covering Letter as per Form - 1
- Details of Applicant as per Form - 2
- Compliance to Eligibility Criteria for Assessing Body as per Form - 3
- Number of years of existence as per Form - 4
- Reach of organization as per Form - 5
- Financial Standing – Annual Turnover as per Form - 6
- Details of candidates assessed as per Form - 7
- Details of assessor as per Form - 8
- List of states for empanelment as per Form - 9

**Important:**

The applicants are required to carefully study the notes accompanying each of the formats and provide necessary documentary proofs mentioned therein. Any information provided by the applicants which is not accompanied with relevant proof will not be considered during evaluation

**5.2 Proposal Submission**

The Information to be submitted by the Applicants in the Proposal and formats prescribed under Forms 1 to 9 of this RFP document shall be strictly adhered to. The Applicant shall place one (1) Proposal in a **sealed envelope**, which shall be inscribed as under: Proposal for: "Empanelment of Assessment Agencies in the Textiles and Clothing Sector under the ISDS"

**On Cover:**

Submitted by: \_\_\_\_\_. (Name of the Applicant with Full Postal Address)

Proposal for: "Empanelment of Assessment Agencies the Textiles and Clothing Sector under ISDS -

The cover should be addressed to:

**The Secretary,  
Textiles Committee  
Govt. of India, Ministry of Textiles  
P. Balu Road, Prabhadevi Chowk,  
Prabhadevi, Mumbai – 400025.**

Strict adherence to formats, wherever specified, is required. Non-adherence to formats may be a ground for declaring the proposal non-responsive.

The proposal should contain page number and referenced properly. Additional documents like balance sheet, Articles of Association, etc. shall be avoided, unless otherwise it validates any of the information sought.

### **5.3 Minimum Eligibility Criteria for Assessing Body**

The Applicant shall be a Registered Public Limited/ Private Limited Company/ Registered Society/ Trust/ Association/ Trade Body/ Registered Educational Institution/ University/ Partnership Firm with experience of assessing trainees in textile and clothing in last 5 years. Preference will be given for organizations that are promoting training and assessment for workers in the textile and clothing industry.

The Applicant should have assessed minimum 500 candidates in total and at least 200 in textile and clothing sector in last 5 years in modules pertaining to vocational skills courses/ modules notified by NCVT/SCVT/Sector Skills Council or conducted under NVEQF or recognized by any state or central government.

The Applicant shall have on rolls minimum 5 Assessor with relevant qualification in the area of Textiles and Clothing. Individual assessor should have at least 5 years of industry experience preferably training experience with 1 year of assessment experience.

The Applicant shall provide the information and supporting documents towards their claims

Textiles Committee reserves the right to reject the application at any stage of empanelment.

## 5.4 Evaluation criteria for Assessing Bodies

S No.	Parameter	Maximum Points	Criteria	Weightage Points		
1	Experience	20	Number of Years in assessment	5 and above	3-5	2-3
				(15 Points)	(12 Points)	(10 Points)
				5 points if experienced in assessing Trainees of Textiles and Clothing sector		
2	Candidates Assessed	10	Minimum 500 candidates in last 2 years with min 200 in Textiles and clothing (T&C) sector	Total: Above 1,000	Total: 751-1,000	Total: 500-750
				T&C: Above 500	T&C: 301-500	T&C: 200-300
				(10 points)	(7 points)	(5 points)
3	Assessors	10	5 Assessor with at least 5 yrs of experience (industry training) +	Avg. Assessor exp: >10 yrs	Avg. Assessor exp: 8-10 yrs	Avg. Assessor exp: 5-7 yrs
				(10 points)	(8 points)	(6 points)
				No points will be awarded if 10 assessor details are not provided		
4	Assessment Experience	10	1 year	> 5 years	3 – 5 years	1-3 years
				10 points	7 points	5 points
Grand Total		50				

## 6. Selection Process for Assessment Agencies

### 6.1 The proposal submitted by Assessment Agencies will be subjected to 3 levels of evaluation.

- Test of Minimum Eligibility and Responsiveness,
- Technical Evaluation and award of Provisional empanelment
- Competence Evaluation of Assessors and Empanelment

The Technical Proposal would be initially checked for the eligibility of the Applicant. The technical proposals of only those Applicants who fulfill the minimum Eligibility Criteria as described in **Clause 5.3** would be further

evaluated. The Technical Proposals of those Applicants who are found not satisfying the eligibility criteria shall be rejected.

## 6.2 Technical Evaluation and award of provisional empanelment

A detailed evaluation of the Technical Proposal of eligible Applicants will be carried out. The Applicant may also be required to give such clarifications and additional information on their capabilities and technical proposal as may be required. **Applicants who cross a Technical Evaluation Score of 30 out of 50 will be provided a provisional empanelment.** RSAs shall have discretion to lower the minimum score for provisional empanelment. The applicant should have operations in the states applied for empanelment in order to be eligible for provisional empanelment for that particular state.

## 6.3 Competency Evaluation of Assessors and Empanelment

Once the provisional empanelment is provided, the Assessment Agency shall send their assessor for competency evaluation in the institutions which will be notified by Textiles Committee time to time. The assessor will be assessed to ascertain the assessment competency in Textiles and Clothing sector. The following components of assessments or any one will be administered to the assessor

- i. Verify the educational qualification and experience of the assessor.
- ii. Written test to check the knowledge on the modules for which he/she is an assessor and to assess the knowledge on assessment principles, processes as prescribed by Textiles Committee.
- iii. Practical demonstration of competency required for the modules for which he/she is an assessor.

Final empanelment would be granted subject to the Assessment Agency fulfilling the following conditions:

- a) Identifying competencies required for assessment in the modules for which provisional empanelment has been awarded,

- b) Identifying ways to measure the competencies
- c) Deciding on the type of evidence that has to be collected for the modules for which the provisional empanelment has been awarded
- d) The documents submitted by Assessment Agency in respect of a, b, c above will be evaluated by Textiles Committee internally or through notified institutions
- e) Getting the competencies of 2 assessors of each module evaluated in the institutes notified by the Textiles Committee

Only assessors who qualify the evaluation process will be eligible to carry out assessment

#### **6.4 General Instructions**

Textiles Committee reserves the right to seek clarifications from the Applicants. The Applicants shall be required to furnish such clarifications. In the course of evaluation, if in Textiles Committee opinion, the Technical Proposal is materially deficient or inconsistent in any aspect or fraudulent; the Proposal shall be declared Non-Responsive and shall not be considered for further evaluation.

Interested parties are requested to submit their proposal as per instruction in Section 5 by **14<sup>th</sup> August 2015 (5.00 pm)**

The Applicant need not submit financial quote as the commercials are fixed and the services for assessment shall be provided at the pre-fixed rates.

For any queries/ clarifications (if any) and submission of applications, please contact the under-signed:

**Dr. P. Nayak**

Secretary

Textiles Committee

Govt. of India, Ministry of Textiles

P. Balu Road, Prabhadevi Chowk

Prabhadevi, Mumbai – 400 025

Tel.; 022 66527 506 / 506

Email.: [secytc@gmail.com](mailto:secytc@gmail.com), [aac.rsa@gmail.com](mailto:aac.rsa@gmail.com)

[www.textilecommittee.gov.in](http://www.textilecommittee.gov.in) or [www.textilescommittee.nic.in](http://www.textilescommittee.nic.in)

## Annexure

### 7.1 Form 1: Format of the Covering Letter

*(The Covering Letter on Letter Heads is to be submitted by the Applicant along with the Proposal)*

Date:

Place:

To

**The Secretary**

Textiles Committee

Govt. of India, Ministry of Textiles

P. Balu Road, Prabhadevi Chowk

Prabhadevi, Mumbai – 400 025

Dear Sir,

Sub: Empanelment of Assessment Agencies in textile and clothing sector, reg.

Please find enclosed one (1) Proposal in respect of the Empanelment as Assessment Agency in Textiles and Clothing Sector, in response to the Request for Proposal (RFP) Document issued by Textiles Committee, Ministry of Textiles, Govt. of India, dated \_\_\_\_\_.

We hereby confirm that:

1. The Proposal is being submitted by \_\_\_\_\_ (*name of the Applicant*) who is the Applicant, in accordance with the conditions stipulated in the RFP.
2. We have examined in detail and have understood the terms and conditions stipulated in the RFP Document issued by Textiles Committee. Our proposal is consistent with all the requirements of submission as stated in the RFP.
3. The information submitted in our Proposal is complete, is strictly as per the requirements as stipulated in the RFP, and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Proposal. We acknowledge that Textiles Committee will be relying on the information provided in the Proposal and the documents accompanying such Proposal for empanelment of applicants for the aforesaid program, and we certify that all information provided in the Application and in



Forms \_\_\_\_\_ is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.

4. We acknowledge the right of the Textiles Committee to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

5. We satisfy the legal requirements and meet all the eligibility criteria laid down in the RFP. We undertake that we have not been blacklisted by any public authority for breach on our part

6. This proposal is unconditional and we hereby agree by terms and conditions of RFP.

7. We undertake, if our proposal is accepted, to provide the services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from Textiles Committee.

8. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice. This Proposal is made for the express purpose of Empanelment of Assessment Agencies in the Textiles and Clothing Sector for assessment of trainees under ISDS.

In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document

For and on behalf of: (Company Seal)

Signature :

Name :

Designation :

(Authorized Representative and Signatory)

## 7.2: Form 2: Details of the Applicant

<b>Name and Details of the Applicant and Authorised Representative:</b>	
Name of Organisation/ Institution	
Registered/ Head Office Address	
Phone Numbers	
Fax Number	
Mobile Number	
Email Address	
Website	
Name of Authorised Representative	
Designation	
Mobile	
Email	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

### 7.3: Form 3: Formats for Compliance to Eligibility Criteria for Assessment Agencies

S.No	Eligibility Criteria	Eligibility	Actual Status of the applicant	Page Reference for proof
1	Experience	Registered Public Limited/ Private Limited Company/ Registered Society/ Trust/ Association/ Trade Body/ Registered Educational Institution/ University/ Partnership Firm into Assessment & Certification in Textiles and Clothing Sector in last 2 years	Type of organization:  No of yrs of assessment experience in Textiles and Clothing sector:	
2	Reach of the Organization	Operations in at least two state with a track record of operating in minimum of twelve centres in Textiles and Clothing sector	No of states:  No of centres:	
4	Candidates Assessed	Minimum 500 candidates in last 2 years with minimum 200 in Textiles and Clothing sector; vocational skills pertaining assessment in courses/ modules notified by NCVT/SCVT/Sector Skills Council or conducted under NVEQF or recognized by any state or central government	In last 2 years, Total No. of candidates assessed:  No of candidates assessed in Textiles and Clothing Sector:	
5	Assessors	Minimum 5 Assessor with relevant qualification (at least Degree/Diploma in textiles with at least 5 years experience in Spinning/Weaving/Knitting/Processing/ Dyeing and Printing/Garment and made ups manufacturing/ textile related subjects preferably in training	Number of Assessors:  Average relevant experience:	
	Assessors Experience	Minimum 1 year of assessment experience	Average Assessment experience:	
6	Capacity to Provide Assessment Services			

\* Every information provided in this Form should be sufficiently validated with Proofs. Absence of proof will lead to non-acceptance of the information provided and may lead to rejection of application due to non-eligibility.

#### 7.4: Form 4: Number of years of existence

<b>Legal Constitution of Applicant</b> <b>(Registered Public Limited/ Private Limited Company/ Registered Society/ Trust/ Association/ Trade Body/ Registered Educational Institution/ University/ Partnership Firm)</b>	
Type of the Bidding Entity	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	
Number of years' experience in Textiles and Clothing sector assessment <i>(*Details and proof of first assessment project shall be provided to validate claim)</i>	

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate Registering Authority.
2. Please provide details of first assessment conducted to ascertain the number of years of experience in Textiles and Clothing sector assessment.

### 7.5: Form 5: Reach of Organisation

S. No.	Name of Assessment Centre	Address	District	State	Courses/ Modules handled	Name of Scheme/Client for whom the training was conducted

The training centers should have been operated by the applicant.

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

### 7.6: Form 6: Financial Standing – Annual Turnover

Certificate from the Chartered Accountant. / Audit Firm regarding Annual Turnover from assessment programs in India of the applicant in the immediately preceding 2 financial years (FY2013-14 and FY2014-15)

Based on its books of accounts and other published information authenticated by it, this is to certify that ..... (Name of the Applicant) had, over the last two financial years, a total annual turnover of Rs. .... Lakhs as per year-wise details noted below:

Financial Year ending 31st March	Turnover from Assessment activities (Rs. Lakh)
2013-14	
2014-15	

Name of the audit firm/ Chartered Accountant:

Seal of the audit firm:

(Signature, name and designation and registration Number of the Chartered accountant/ audit firm)

Date:

Note:

Please provide certified copies of audited financial statements of the firm for the immediately preceding two financial years. In the event the Financial Statements for the year 2014-15 are unaudited, provisional financial statements duly certified by Chartered Accountant / audit firm may be submitted.

### 7.7: Form 7: Details of candidates Assessed

Details of the assessments completed in last 2 years by the Applicant. The Applicant should have assessed minimum 500 candidates in total and at least 200 in Textiles and Clothing sector in last 2 years in modules pertaining to vocational skills courses/ modules notified by NCVT/SCVT/Sector Skills Council or conducted under NVEQF or recognized by any state or central government

S No	Project Name	FY	Location of Project – State(s)	Project Details	Details of Supporting Proof Provided with page number

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Notes:

Please provide supporting proof as given below:

1. Certificate from clients indicating successful completion of similar projects on assessment.
2. Work orders from client and payment proof for completion may be submitted as proof of the project value.

### 7.8: Form 8: Details of Assessors

Details of experienced assessor with at least Degree/Diploma in textiles with at least 5 years experience in Spinning/Weaving/Knitting/Processing/Dyeing and Printing/Garment and made ups manufacturing/ textile related subjects shall be provided

S. No	Name	Qualifications	Experience
1			
2			

#### Pro-forma for details of Assessor

Name of assessor				Passport photo size
Qualifications				
Number of years of experience				
Industry experience	Name of organization	Number of years	Role	
Assessment experience	Name of organization	Number of years	Role	

Signature:

Name:

Designation:

(Authorised Representative and Signatory)

Notes: Please provide details of trainers/assessors in the pro-forma format only.



### 7.9: Form 9: List of States for empanelment

This form shall contain the information of states where the applicant is applying for getting empanelled. The previous operations in the states shall be present here with sufficient proof.

S.No	State Name	Number of assessors based on in this state and are engaged by the Applicant	Number of centers/ office/ operations in the state	Number of students assessed in the state

For and on behalf of:

(Company Seal)

Signature:

Name:

Designation:

(Authorised Representative and Signatory)